

**MINNESOTA HOUSING
FINANCE AGENCY
SINGLE FAMILY
INSPECTION SERVICES
REQUEST FOR PROPOSAL (RFP)**



Minnesota Housing Finance Agency (Minnesota Housing) Seeks Single Family Housing Inspection Services for their HOME Homeowner Entry Loan Program (HOME HELP)

- Introduction Letter
- Request for Proposal

APPLICATIONS WILL BE ACCEPTED IMMEDIATELY AND ON AN ONGOING BASIS. THE ROSTER OF CONTRACTED INSPECTORS WILL BE POSTED ON MINNESOTA HOUSING'S WEBSITE: WWW.MNHOUSING.GOV

For more information contact:
Emily Strong
Minnesota Housing
400 Sibley St., Suite 300
St. Paul, MN 55101
651-296-3631 (Phone) 651-296-8292 (Fax)
emily.strong@state.mn.us
1-800-710-8871 (Toll Free)
651-297-2361 (TTY)

Date: April 21, 2008

To: Individuals, Public Agencies, Non-profit organizations, or For-profit Entities

From: Michael Haley
Assistant Commissioner, Minnesota Homes Division

Subject: Announcement and Request for Proposal to Seek Inspections Services for Minnesota Housing's HOME Homeowner Entry Loan Program (HOME HELP)

Minnesota Housing is seeking one unit single family housing inspection services, not to include condos or town homes built before 1978, to be conducted for its HOME Homeowner Entry Loan Program (HOME HELP). Inspection services may be provided by an individual, a public agency, a non-profit organization, or a for-profit entity.

HOME Homeowner Entry Loan Program (HOME HELP)

The HOME HELP program is a downpayment assistance program of the Federal HOME Investment Partnership Program that will be offered in conjunction with loans made in Minnesota Housing's Start Up program. Single Family Housing inspection services will be provided to participating Start Up lenders. Start Up provides first mortgage financing of single-family homes to eligible first-time homebuyers.

HOME HELP Single Family Housing Inspection Services - Request for Proposals

Individuals, public agencies, non-profit organizations, or private entities may apply to contract with Minnesota Housing for the purpose of conducting single family housing inspection services for Minnesota Housing's HOME HELP lender network by completing the enclosed HOME HELP Single Family Housing Inspection Services - Request for Proposals application form.

Applications will be accepted immediately and on an ongoing basis. The roster of contracted inspectors will be posted on Minnesota Housing's website:
www.mnhousing.gov

**Minnesota Housing's
HOME Homeowner Entry Loan Program (HOME HELP)
Single Family (SF) Inspection Services
Request for Proposal**

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Single Family HOME HELP Inspection Services

Application Guide and Instructions

Please read through the Request for Proposal (RFP) package so that you are familiar with the type of single family inspection services Minnesota Housing is requesting of you and the qualification requirements to enter into a contract with Minnesota Housing. Minnesota Lenders participating in the HOME Homeowner Entry Loan Program (HOME HELP) will engage your services for borrowers financing their first mortgage when HOME HELP assistance is involved. Once you have read through the RFP, complete the application enclosed.

A hard copy of your application including required attachments must be forwarded to Minnesota Housing, 400 Sibley St., Suite #300, St. Paul, MN 55101, attention Emily Strong, Homes Division. **Applications will be accepted on an ongoing basis. The initial roster of contracted inspectors will be posted on Minnesota Housing's website June 2nd.**

Please refer to the Section "Submission Information and Important Dates" for submission requirements.

Request for Proposal Objectives

It is Minnesota Housing's intention to contract for inspection services with as many contractors as are necessary to ensure that inspections are conducted with minimal delay. Minnesota Housing does not expect each contractor to perform inspections throughout the state. Rather, it anticipates that inspectors will define the areas in which they are willing and capable of providing timely inspections. Minnesota Housing reserves the right to reject applications for which costs are excessive in relation to other submissions, or do not demonstrate the required qualifications.

Minnesota Housing anticipates it will require inspection services in the near term in the following areas:

- Metro Area
- Greater Minnesota Areas:
 - Northwest Region
 - Central Region
 - Southeast Region

If you would like to be considered for inspections in other areas of the state where there is not yet a need, contact the person identified below to indicate your interest. If HOME HELP becomes available in that area at a later date, you will be notified so that you may submit a proposal at that time.

Emily Strong
Minnesota Housing
400 Sibley St., Suite 300
St. Paul, MN 55101
651-296-3136 (Phone) 651-296-8292 (Fax)
emily.strong@state.mn.us
1-800-710-8871 (Toll Free)
651-29-2361 (TTY)

Inspector Qualification Requirements

- Evidence of capacity to perform HUD's Housing Quality Standard inspections (24 CFR 982.401). See Inspection Report Requirements Format section for more information.
- Knowledge of local housing quality standards in effect in the area or areas where inspection services will be provided and evidence of capacity to execute to those standards.
- Evidence that the individual who will perform the inspections has satisfactorily completed HUD's lead-based paint visual assessment course, such as a copy of the certificate provided after completion of the on-line course. HUD has a one hour course on its website:
<http://www.hud.gov/offices/lead/training/visualassessment/h00100.cfm>

Inspector Program with Minnesota Housing

- Minnesota Housing will contract with multiple inspectors.
- Minnesota Housing will enter into a contract with each contractor for no more than \$10,000 of inspections.
- Contractors will determine a flat fee to be paid for each inspection; and, they are to include in this flat fee the cost of follow up inspections a property may require based on their past experience in the field. Contractors will then determine a maximum number of inspections that they can perform that will not exceed the total of \$10,000 in inspections.

- Contractors and Minnesota Housing may enter into separate contracts for inspections in different areas so that fees more closely represent actual costs for each area.
- Minnesota Housing will provide inspector contact information to each HOME HELP lender through Minnesota Housing's web site, with information on the areas in which the contractor will provide inspection services, and fees.
- Lenders will contact inspectors with inspection jobs.
- Contractors must obtain documentation from the city(ies) or county(ies) in which the property is located to establish the existence (or lack thereof) of local housing quality standards. Where such standards exist, Contractors must provide Minnesota Housing a copy of the standards.
- The inspection will evaluate a house's compliance with the local housing quality standards determined above. If there are no local standards, then the contractor will evaluate the house's compliance with HUD's HQS standards (24 CFR 982.401). In either case, a visual assessment for deteriorated paint is required if the house was built before 1978.
- Contractors will conduct their inspections within the time agreed to with the lender and for the price agreed to in the contract with Minnesota Housing.
- The inspector will use an inspection form approved by MHFA.
- The contractor will provide its property inspection report and invoice to the lender, including a summary statement of the property's compliance, within two business days of completing the inspection. A copy of the inspection report is also required to be mailed to Minnesota Housing within two business days.
- Follow-up inspections and corresponding reports may be required to confirm that deficiencies have been corrected and the property brought into compliance. Follow-up reports will also be provided to the lender within two business days of the inspection and copies mailed or faxed to Minnesota Housing at the same time.
- The lender will pay the inspector at time of loan closing according to the fee schedule set forth in the contract with Minnesota Housing after completion of the inspection(s).
- Minnesota Housing does not guarantee that the contractor will be awarded any inspections.

- Minnesota Housing reserves the right to cancel contracts if inspections are not conducted as agreed to between the lender and the inspector, and or the terms of inspector's contract with Minnesota Housing.
- If you (your organization) are accepted as an Inspector for the HOME HELP program, Minnesota Housing will require submission of a certificate of insurance documenting appropriate levels of insurance required by the contract.

Single Family HOME HELP Inspection Services

Application Cover Sheet

Complete and submit this Application Cover Sheet with all documents requested in this RFP. Refer to the Application Guide and Instructions, Submission Information and Important Dates for submission requirements. Please attach all submission requirements to this application cover sheet.

1. Applicant / Organization Name: _____

2. Please list all eligible inspector names under the Organization

3. Applicant / Organization Address:
Street _____
City _____ State _____ Zip _____
County _____

4. Executive Director or Chief Executive Officer Name _____
Phone number (____) _____

5. RFP Contact Name _____
Phone number (____) _____ Fax (____) _____
Contact email address _____

6. Type of organization (i.e. HRA, CAP, Nonprofit, For-profit entity, Individual) _____

7. Name/Address of Applicant / Organization that will enter into contract with Minnesota Housing (only if different from above):

8. Federal and State Tax ID #'s (Fed) _____ (State) _____

Submission Information - Inspector Qualification Information

Attach copies of certifications or evidence of satisfactory completion of training in local housing quality standards, HUD's Housing Quality Standards and Visual Assessment training of the individual(s) who will perform inspections. In lieu of certification of HQS training, Minnesota Housing will consider documentation from a public housing agency that the individual that will provide inspection services satisfactorily performs HQS inspections for the agency.

- Evidence of capacity to perform HUD's Housing Quality Standard inspections (24 CFR 982.401) (certificate or letter from a Public Housing Authority or Housing Redevelopment Authority for whom you've performed inspections).
- Evidence that the individual(s) who will perform the inspection(s) has satisfactorily completed HUD's lead-based paint visual assessment course, such as a copy of the certificate provided after completion of the on-line course. HUD has a one hour course on its website:
<http://www.hud.gov/offices/lead/training/visualassessment/h00100.cfm>

Submission Information and Important Dates

A hard copy of your application including the Application Cover sheet and required attachments must be forwarded to:

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